

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

ANNUAL REORGANIZATIONAL MEETING

JULY 18, 2019

The annual reorganizational meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, July 18, 2019.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 9:35am. Also present were Georganne White, Jacqueline Elsas, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

II. ADOPTION OF THE AGENDA

Ms. White moved to approve the agenda, seconded by Mrs. Elsas and unanimously carried.

III. OATHS OF OFFICE were given to Jacqueline Elsas, Trustee, James Olney, Director, and Nancy Morcerf, Assistant Director by Andrew Martingale of Hamburger, Maxson, Yaffe & McNally, LLP.

IV. REORGANIZATION OF BOARD Mrs. Bensimon moved to approve

A. Georganne White as Chairperson, Margaret Hartough as Vice-Chairperson, Judith Bensimon as Secretary, and Jacqueline Elsas as Financial Secretary

B. Jacqueline Elsas and Judith Bensimon as members of Personnel Committee

C. Margaret Hartough and Elizabeth McGrail as members of Capital Improvements Committee, seconded by Ms. White and unanimously carried.

V. Appointments

A. Mrs. Hartough moved to approve Hamburger, Maxson, Yaffe & McNally, LLP as Library's Legal Counsel for 2019/2020 fiscal year, seconded by Mrs. Elsas and unanimously carried.

B. Mrs. Elsas moved to approve Philip DeDora as Library Treasurer for 2019/2020 fiscal year, seconded by Mrs. Bensimon and unanimously carried.

C. Mrs. Bensimon moved to approve Bayside CPS PLLC to perform Annual Financial Audit for fiscal 2019/2020, seconded by Mrs. McGrail and unanimously carried.

D. Mrs. McGrail moved to approve Vollmer-Borg Agency, Inc. to manage insurance program for fiscal 2019/2020, seconded by Mrs. Hartough and unanimously carried.

E. Mrs. Hartough moved to approve Claire Sarser as Clerk of the 2020 Library Vote, seconded by Mrs. Elsas and unanimously carried.

- F. Mrs. Elsas moved to approve James Olney as Records Access Officer 2019/2020, seconded by Mrs. Bensimon and unanimously carried.
  - G. Mrs. Bensimon moved to approve Nancy Morcerf as Records Management Officer 2019/2020, seconded by Mrs. McGrail and unanimously carried.
  - H. Mrs. McGrail moved to approve Barbara Dattolico as Recording Secretary to the Board of Trustees 2019/2020, seconded by Mrs. Hartough and unanimously carried.
  - I. Mrs. Hartough moved to approve Cristina Spinelli, CPA , as Internal Auditor for fiscal 2019/2020, seconded by Mrs. McGrail.
  - J. Mrs. Hartough moved to approve Allan Olita as Building Emergency Contact for 2019/2020, seconded by Mrs. Elsas and unanimously carried.
  - K. Mrs. Elsas moved to approve Charles Angelo Cornetta as Security Consultant for 2019/2020, seconded by Mrs. Bensimon and unanimously carried.
- VI. Approval of Use of Facsimile Signature  
Mrs. Bensimon moved to approve Use of Facsimile Signature, (see attached ) seconded by Mrs. McGrail and unanimously carried.
- VII. Designation of Signatories for General Fund II  
Mrs. McGrail moved to approve Designation of Signatories for General Fund II, (see attached) seconded by Mrs. Hartough and unanimously carried.
- VIII. Designation of Payroll Certification Officer  
Mrs. Hartough moved to approve Designation of Payroll Certification Officer, (see attached) seconded by Mrs. Elsas and unanimously carried.
- IX. Approval of Payment of Warrants when a quorum of the Board is unavailable  
Mrs. Elsas moved to approve payments of Warrants when a quorum of the Board is unavailable,(see attached) seconded by Mrs. Bensimon and unanimously carried.
- X. Approval of Supplementary Warrants  
Mrs. Bensimon moved to approve payments of Supplementary warrants, (see attached) seconded by Mrs. McGrail and unanimously carried.
- XI. Approval of Northport-East Northport Public Library Investment Policy 2019/2020  
Mrs. McGrail moved to approve the Northport-East Northport Public Library Investment Policy, (see attached) seconded by Mrs. Hartough.

- XII. **Approval of Fixed Asset Item Withdrawal for fiscal 2019/2020**  
Mrs. Hartough moved to approve Fixed Assets Withdrawals 2019/2020, (see attached) seconded by Mrs. Elsas and unanimously carried.
- XIII. **Review of Fund Balance Policy**  
Mrs. Elsas moved to approve Fund Balance Policy, (see attached) seconded by Mrs. Bensimon and unanimously carried.
- XIV. **Approval of Tuesday, April 7, 2020, to hold Annual Library Vote and Trustee Election**  
Mrs. Bensimon moved to approve Tuesday, April 7, 2020, to hold Annual Library Vote and Trustee Election, seconded by Mrs. McGrail and unanimously carried.
- XV. **Designation of the Observer and/or The Times of Northport as the official newspapers for publications of Legal Notices**  
Mrs. McGrail moved to approve the designation of the Observer and/or The Times of Northport as the official newspapers for publication of Legal Notices, seconded by Mrs. Hartough and unanimously carried.
- XVI. **Authorization to publish notice of the Annual Financial Audit for fiscal 2018/2019**  
Mrs. Hartough moved to approve authorization to publish notice of the Annual Financial Audit for fiscal 2018/2019, seconded by Mrs. Elsas and unanimously carried.
- XVII. **Adoption of 2020 Schedule of Holiday Openings and Closings**  
Mrs. Elsas moved to approve the 2020 Schedule of Holiday Openings and Closings, (see attached) seconded by Mrs. Bensimon and unanimously carried.
- XVIII. **Review of Procurement Guidelines Policy**  
Mrs. Bensimon moved to approve Procurement Guidelines Policy, (see attached) seconded by Mrs. McGrail and unanimously carried.
- XIX. **Distribution and Acknowledgment of Code of Ethics, Sexual Harassment and Whistleblower Policies**  
Mrs. McGrail moved to accept and acknowledge Code of Ethics, Sexual Harassment and Whistleblower policies, (see attached), seconded by Mrs. Hartough and unanimously carried.
- XX. **Schedule of 2019/2020 Board Meetings**  
Mrs. Hartough moved to approve the following meetings, seconded by Mrs. Elsas and unanimously carried.  
Thursday, August 15, 2019                      9:30am  
Thursday, September 19, 2019                10:00am

Thursday, October 17, 2019	10:00am	
Thursday, November 21, 2019	10:00am	
Thursday, December 19, 2019	10:00am	
Thursday, January 16, 2020	10:00am	
Thursday, February 20, 2020	10:00am	
Tuesday, March 24, 2020	5:30pm	
Tuesday, March 24, 2020	7:30pm	Public Hearing
Tuesday, April 7, 2020	9:00am-9:00pm	Library Vote and Election of Trustee
Thursday, April 23, 2020	10:00am	
Thursday, May 21, 2020	10:00am	
Thursday, June 18, 2020	10:00am	
Thursday, July 16, 2020	9:30am	Reorganizational Meeting
	11:00am	
	12:00noon	Staff Recognition Luncheon

XXI ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 10:15am, seconded by Mrs. Bensimon and unanimously carried.

Respectfully submitted



Handwritten signature of Judith Bensimon in cursive script.

Judith Bensimon

Secretary



# Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930  
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313  
www.nenpl.org

Dear Board Member:

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, July 18, 2019 at 9:30 AM** followed by the Regular Monthly Meeting in the Board Conference Room of the Northport Public Library.

## ANNUAL REORGANIZATIONAL AGENDA

- I. Call to Order
- II. Adoption of Agenda (Motion required)
- III. Oaths of Office: Andrew Martingale to Jacqueline Elsas, Trustee, James Olney, Director, and Nancy Morcerf, Assistant Director.
- IV. Reorganization of Board
  - A. Election of Chairperson, Vice-Chairperson, Secretary, and Financial Secretary (Motion required)
  - B. Selection of members of Personnel Committee
  - C. Selection of members of Capital Improvements Committee
- V. Appointments
  - A. Hamburger, Maxson, Yaffe & McNally, LLP as Library's Legal Counsel for 2019/2020 fiscal year (Motion required)
  - B. Philip DeDora as Library Treasurer for 2019/2020 fiscal year (Motion required)
  - C. Bayside CPA PLLC to perform Annual Financial Audit for fiscal 2019/2020 (Motion required)
  - D. Vollmer-Borg Agency, Inc. to manage insurance program for fiscal 2019/2020 (Motion required)
  - E. Claire Sarser as Clerk of the 2020 Library Vote (Motion required)
  - F. James Olney as Records Access Officer 2019/2020 (Motion required)
  - G. Nancy Morcerf as Records Management Officer 2019/2020 (Motion required)
  - H. Barbara Dattolico as Recording Secretary to the Board of Trustees 2019/2020 (Motion required)
  - I. Cristina Spinelli, CPA, as Internal Auditor for fiscal 2019/2020 (Motion required)
  - J. F. Alan Olita as Building Emergency Contact for 2019/2020 (Motion required)
  - K. Charles Angelo Cornetta as Security Consultant for 2019/2020 (Motion required)
- VI. Approval of Use of Facsimile Signature (Motion required)
- VII. Designation of Signatories for General Fund II (Motion required)
- VIII. Designation of Payroll Certification Officer (Motion Required)
- IX. Approval of Payment of Warrants when a quorum of the Board is unavailable (Motion required)
- X. Approval of Supplementary Warrants (Motion required)
- XI. Approval of Northport-East Northport Public Library Investment Policy 2019/2020 (Motion required)

- XII. Approval of Fixed Asset Item Withdrawals for fiscal 2018/2019 (Motion required)
- XIII. Review of Fund Balance Policy (Motion required)
- XIV. Approval of Tuesday, April 7, 2020, to hold Annual Library Vote and Trustee Election (Motion required)
- XV. Designation of The Observer and/or The Times of Northport as the official newspapers for the publication of Legal Notices (Motion required)
- XVI. Authorization to publish notice of the Annual Financial Audit for fiscal 2018/2019 (Motion required)
- XVII. Adoption of 2020 Schedule of Holiday Openings & Closings – Attached (Motion required)
- XVIII. Review of Procurement Guidelines Policy (Motion required)
- XIX. Distribution and Acknowledgment of Code of Ethics, Sexual Harassment and Whistleblower Policies
- XX. Schedule of 2019/2020 Board Meetings (Draft Calendar) (Motion required)
 

Thursday, August 15, 2019	10:00 AM	9:30
Thursday, September 19, 2019	10:00 AM	
Thursday, October 17, 2019	10:00 AM	
Thursday, November 21, 2019	10:00 AM	
Thursday, December 19, 2019	10:00 AM	
Thursday, January 16, 2020	10:00 AM	
Thursday, February 20, 2020	10:00 AM	
Tuesday, March 24, 2020	5:30 PM	
Tuesday, March 24, 2020	7:30 PM	Public Hearing
Tuesday, April 7, 2020	9:00 AM to 9:00 PM	Library Vote & Election of Trustee
Thursday, April 23, 2020	10:00 AM	
Thursday, May 21, 2020	10:00 AM	
Thursday, June 18, 2020	10:00 AM	
Thursday, July 16, 2020	9:30 AM	Reorganizational Meeting
	11:00 AM	
	12:00 noon	Staff Recognition Luncheon
- XXI. Adjournment

**VI. Approval of Use of Facsimile Signature**  
(Motion Required)

Approval for the Board Financial Secretary, the Director, or the Assistant Director to use the facsimile signature plate and check signer. The care, custody and control of the signature plate and key to the check signer shall be entrusted to the Board Financial Secretary, Director and/or Assistant Director.

**VII. Designation of Signatories for General Fund II**  
(Motion Required)

Designation of Director James Olney or Assistant Director Nancy Morcerf as signatories for emergency payments of up to \$5,000 from General Fund II.



**VIII. Designation of Payroll Certification Officer**  
(Motion Required)

Designation of Director James Olney or Assistant Director Nancy Morcerf as Payroll Certification Officer to certify that the number of individuals included in the payroll for the total amount of the payroll have regularly performed their duties in accordance with the terms of employment by the Board and on the basis of personnel records maintained.

**IX. Approval of Payment of Warrants when  
a quorum of the Board is unavailable  
(Motion Required)**

Approval of the payment of usual and necessary warrants when a quorum of the Board is unavailable upon approval of two Board members, and the Board of Trustees shall ratify the approval of the voucher itemizing such expenditures at the next scheduled monthly Board meeting.

**X. Approval of Supplementary Warrants**  
(Motion required)

Approval of the following payments in the Payroll/Supplementary Warrants:

Payroll

1. Net Payroll
2. Federal Withholding Tax\*
3. Social Security and Medicare; employer and employee\*
4. New York State Withholding Tax\*
5. New York State Retirement 3%, Arrears, Loans\*
6. Tax Sheltered Annuities – The Omni Group\*
7. AFLAC\*
8. Ameriflex – Flexible Spending Accounts\*

\* These are employee contributions which are deducted and forwarded on employees' behalf

Supplementary

1. Payroll processing - PayPro
2. Utilities – National Grid, PSE&G, Suffolk County Water Authority, Northport Village Sewerage Fee
3. Insurances – Utica, NYSIF, NYSHIP, Standard Security, J.J. Stanis, Metlife, Brown & Brown
4. New York State Sales Tax
5. Bank card – WEX (Exxon/Mobil)



**XI. Approval of Northport-East Northport Public Library Investment Policy (Motion required)**

# **Northport-East Northport Public Library**

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www.nenpl.org

## **NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

### **INVESTMENT POLICY**

2019/2020

#### **I. SCOPE**

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

#### **II. OBJECTIVES**

The primary objectives of the Northport-East Northport Public Library's investment activities are, in priority order,

- to conform with all applicable federal, state, and other legal requirements,
- to adequately safeguard principal,
- to provide sufficient liquidity to meet all operating requirements, and
- to obtain a reasonable rate of return.

#### **III. DELEGATION OF AUTHORITY**

The Northport-East Northport Public Library Board of Trustees' responsibility for administration of the investment program is delegated to the Director of the Library who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

#### **IV. INVESTMENT PROCEDURES**

These investment procedures apply to all monies and other financial resources available for investment by the Northport-East Northport Public Library in compliance with the Northport-East Northport Public Library Investment Policy. The Northport-East Northport Public Library policy is to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Such procedures include an adequate internal control structure to provide a satisfactory level of accountability based on reports incorporating description and amounts of investments, transaction dates, and other relevant information provided to the Board of Trustees on a monthly basis.

Investments will be managed to meet liquidity needs for the current month plus one month based on forecasted needs. Within the provisions of the Northport-East Northport Investment Policy every effort will be made to maximize return on investments through rate comparisons with consideration to locality of institution and past business practices.

**XI. Approval of Northport-East Northport Public Library Investment Policy (Motion required)**

V. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Northport-East Northport Public Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial decisions.

VI. DIVERSIFICATION

It is the policy of the Northport-East Northport Public Library to diversify its deposits and investments by financial institutions, by investment instrument, and by maturity scheduling.

VII. INTERNAL CONTROLS

It is the policy of the Northport-East Northport Public Library for all monies collected by any officer or employee of the Northport-East Northport Public Library to transfer those funds to the Accounting Clerk within two (2) days of deposit, or within the time period specified in law, whichever is shorter.

The Director of the Library is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

VIII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for deposits and investment of Northport-East Northport Public Library monies up to the maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>
First National Bank of L.I.	\$6,000,000.00
HSBC	\$1,500,000.00
Empire National Bank	\$1,000,000.00

**IX. COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of General Municipal Law Section 10 all deposits of the Northport-East Northport Public Library including certificates of deposit and special time deposit, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value” as provided by General Municipal Law section 10, equal to the aggregate amount of excess deposits.
2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the Northport-East Northport Public Library for a term not to exceed ninety (90) days with an aggregate value equal to one hundred and forty percent (140%) of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk based capital requirements.
3. By an eligible surety bond payable to the Northport-East Northport Public Library for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
4. Secured by an “irrevocable letter of credit” issued by a Federal Home Loan Bank (FHLB) whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, accept such letter of credit payable to the Northport-East Northport Public Library as security for the payment of one hundred percent (100%) of the aggregate amount and the agreed upon interest, if any.

**X. SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by a depository and/or third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Northport-East Northport Public Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Northport-East Northport Public Library to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Northport-East Northport Public Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Northport-East Northport Public Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any

## **XI. Approval of Northport-East Northport Public Library Investment Policy (Motion required)**

circumstances, be comingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Northport-East Northport Public Library a perfected interest in the securities.

### **XI. PERMITTED INVESTMENTS**

As authorized by General Municipal Law, Section 11, the Northport-East Northport Public Library authorizes the Director of the Library to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of Deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Cooperative investment program established in accordance with Article 5G of the New York State General Municipal Law, as amended, and Article 3A of the General Municipal Law (Chapter 623 of the Laws of 1998);
- Qualified Reciprocal Deposit Program as allowed under Chapter 128 of NYS Laws of 2012 amended sections 10 and 11 of the General Municipal Law; and
- Repurchase Agreements involving the purchase and sale of direct obligations of the United States.

All investment obligations shall be payable or redeemable to the option of the Northport-East Northport Public Library, within such time as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Northport-East Northport Public Library within two years of the date of purchase.

### **XII. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Northport-East Northport Public Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Northport-East Northport Public Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director of the Library is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners, and custodians. Such listing shall be evaluated at least annually.

**XIII. PURCHASE OF INVESTMENT**

The Director of the Library is authorized to contract for the purchase of investments:

1. Directly from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the Northport-East Northport Public Library shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or repayment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Northport-East Northport Public Library by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the Northport-East Northport Public Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Northport-East Northport Public Library a perfected interest in the securities.



# NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

FIXED ASSETS AS OF JUNE 30, 2019

## DELETIONS TO NORTHPORT AND EAST NORTHPORT

East Northport	\$36,384.84
Northport	\$17,179.00
<b>GRAND TOTAL</b>	<b>\$53,563.84</b>

Please note:  
The actual acquired date is given for anything added, moved or deleted since July 1, 2003. Prior to July 1, 2003 the date acquired appears as 1/1 of the year on record. For older items which have no acquired date on record, the default date of 1/1/1900 is used.

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**FIXED ASSET DELETIONS JULY 1, 2018 THROUGH JUNE 30, 2019**  
**EAST NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
0088	Dolly; Movie Camera	\$43.44	1/1/1990	Discard
0201	Metal Desk; 24 x 45	\$2,713.25	1/1/1991	Discard
1052	Lapel Microphone	\$39.00	1/1/2000	Discard
2189	Projection Screen	\$115.00	1/1/1984	Discard
2389	Cassette Tape Recorder	\$105.33	1/1/1900	Discard
2402	Tape Recorder	\$130.00	1/1/1996	Discard
2525	Cassette Recorder	\$98.00	1/1/1997	Discard
2526	Camera	\$69.96	1/1/2001	Discard
2527	Lapel Microphones	\$39.00	1/1/1997	Discard
2528	Lapel Microphones	\$39.00	1/1/1997	Discard
2649	Book Trucks; 6 Shelves	\$259.00	1/1/1997	Discard
2961	Coat Rack & Shelves (Staff Restroom)	\$420.00	1/1/1998	Discard
4343	Cash Register	\$285.00	1/1/2000	Discard
4438	Steel Shelving	\$4,308.00	1/1/2000	Discard
4459	40" High Café Tables	\$530.00	1/1/2000	Discard
4550	Minolta AutoFocus Camera	\$64.99	1/1/2001	Discard
4552	Lavalier Microphone	\$31.64	1/1/2001	Discard
4553	Sony Cassette Recorder	\$149.99	1/1/2001	Discard
4574	Lapel Microphones	\$50.00	1/1/1996	Discard
4575	Lapel Microphones	\$50.00	1/1/1996	Discard
4576	Lapel Microphone	\$39.00	1/1/1996	Discard
4746	Switch 4108gl Bundle	\$10,630.00	1/1/2002	Discard
4789	Coat Rack	\$135.99	1/1/2003	Discard
4794	750 Watt Lighting Kit	\$152.00	1/1/2003	Discard
5158	Procure Switch 5372XL Bundle	\$12,259.25	8/15/2005	Discard

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
 FIXED ASSET DELETIONS JULY 1, 2018 THROUGH JUNE 30, 2019  
 EAST NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
5159	GB-2000 Firewall Appliance	\$2,210.00	8/15/2005	Discard
5591	LaserJet M4345X Stand	\$560.00	2/1/2010	Discard
5722	ThinClient-C50LE (QueueT-AdultTeen-1EN)	\$320.00	6/7/2011	Discard
5848	Bradley Leather Club Chair	\$269.00	8/29/2012	Discard
5849	Bradley Leather Club Chair	\$269.00	8/29/2012	Discard

**TOTAL DELETIONS FROM EAST NORTHPORT    \$36,384.84**

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**FIXED ASSET DELETIONS JULY 1, 2018 THROUGH JUNE 30, 2019**  
**NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
0092	Overhead Projector; Model 2000	\$457.97	1/1/1992	Discard
0227	Chair	\$448.68	1/1/1990	Discard
0228	Chair	\$448.68	1/1/1990	Discard
0255	Chair	\$448.68	1/1/1990	Discard
0256	Chair	\$448.68	1/1/1990	Discard
1500	Chair	\$448.68	1/1/1993	Discard
3510	Chair Stands (Included with Chairs)	\$0.00	1/1/1998	Discard
3887	Small Wall Clock; Seth Thomas	\$40.00	1/1/1998	Discard
4020	Bench in Clubhouse	\$159.00	1/1/1998	Discard
4130	Typewriter; Electric; Nakajima AE710	\$399.00	1/1/1998	Discard
4342	Desk Lamp	\$74.99	1/1/2000	Discard
4489	LP340 SVGA Multimedia Projector	\$3,200.00	1/1/2000	Discard
4880	Data/Video Projector LP530	\$2,800.00	9/1/2003	Discard
4921	Aladdin Sunshine Color CCTV	\$2,195.00	1/1/2004	Discard
5085	268 Cassette Recorder/Player	\$102.00	11/29/2004	Discard
5129	Hand Held Compact/MP3/WAV Recorder PMDD660	\$487.00	6/1/2005	Discard
5187	3 Piece CD Stereo	\$111.00	3/8/2006	Discard
5329	GB-2000X Firewall Appliance	\$2,750.00	8/16/2007	Discard
5602	ThinClient-C50LE (MediaCatalog-1EN)	\$336.41	7/1/2010	Discard
5604	ThinClient-V10LE (CatalogT-3N)	\$336.41	7/1/2010	Discard
5606	ThinClient-V10LE (CatalogT-2N)	\$336.41	7/1/2010	Discard
5678	ThinClient-C50LE (CircDeskT-2N)	\$336.41	5/18/2011	Discard
5758	ThinClient-V90LE (Pager-N)	\$50.00	2/25/2012	Discard
5894	M92P Computer (CircOffice-1N)	\$764.00	4/30/2013	Discard
6414	Exterior Sliding Door - Duplicate	\$0.00	8/1/2017	Discard

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**FIXED ASSET DELETIONS JULY 1, 2018 THROUGH JUNE 30, 2019**  
**NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
	<b>TOTAL DELETIONS FROM NORTHPORT</b>		<b>\$17,179.00</b>	



# Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930  
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313  
www.nenpl.org

## NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY FUND BALANCE POLICY

The Board of Trustees recognizes that sound financial management principles require that sufficient funds be retained to provide a stable financial basis at all times. This policy is to enable realistic long-term planning and to assist with effective development of annual budgets.

The Library's Unassigned Fund Balance will be maintained to provide the Library with financial stability and a margin of safety to fund unanticipated contingent expenditures that may occur during the fiscal year. The Unassigned General Fund Balance used for these purposes may only be appropriated by resolution of the Board of Trustees. Any portion of Fund Balance may be applied or transferred for a specific purpose by formal action of the Board of Trustees. Amendments or modifications to the applied or transferred fund balance must also be approved by formal action of the Board of Trustees.

In compliance with GASB 54, *Fund Reporting and Governmental Fund Type Definitions*, governmental fund balance is reported in classifications that comprise of a hierarchy based on the extent to which the Library is bound to honor constraints on the specific purposes for which amounts can be spent. The classifications of fund balance are as follows:

*Nonspendable* represents amounts that cannot be spent because it is either 1) not in a spendable form, such as inventory or prepaid items; or 2) legally or contractually required to be maintained intact.

*Restricted* represents externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

*Committed* represents a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that requires the same level of formal action to remove the constraint. The Board of Trustees is the decision-making authority that can, but formal resolution prior to the end of the fiscal year, commit fund balance.

*Assigned* consists of amounts that are subject to purpose constraint that represents an intended use established by the government's highest level of decision-making authority, namely the Board of Trustees, through resolution. The purpose of the assignment must be narrower than the purpose of the general fund.

*Unassigned* represents the residual net resources in excess of the other classification.

When resources are available from multiple classifications, the Library spends funds in the following order: restricted, committed, assigned, unassigned.

This policy shall be reviewed annually by the Board of Trustees of the Library at its reorganizational meeting or as soon thereafter as reasonably practicable.



XVII. Adoption of 2020 Schedule of Holiday Openings & Closings (Motion required)

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## NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

### 2020 SCHEDULE OF HOLIDAY & SPECIAL CLOSINGS

January 1, 2020	Wednesday	New Year's Day	Close all day
January 20, 2020	Monday	Martin Luther King Jr. Day	Close all day
February 17, 2020	Monday	Presidents' Day	Close all day
April 12, 2020	Sunday	Easter Sunday	Close all day
May 10, 2020	Sunday	Mother's Day	Close all day
May 24, 2020	Sunday	Memorial Day Weekend	Close all day
May 25, 2020	Monday	Memorial Day	Close all day
June 21, 2020	Sunday	Begin Sunday closings	Close all day
July 4, 2020	Saturday	Independence Day	Close all day
September 7, 2020	Monday	Labor Day	Close all day
September 20, 2020	Sunday	Resume Sunday Openings	Open 1 - 5
October 12, 2020	Monday	Columbus Day	Close all day
November 11, 2020	Wednesday	Veterans' Day	Close all day
November 25, 2020	Wednesday	Thanksgiving Eve	Close at 5 PM
November 26, 2020	Thursday	Thanksgiving	Close all day
December 24, 2020	Thursday	Christmas Eve Day	Close all day
December 25, 2020	Friday	Christmas Day	Close all day
December 31, 2020	Thursday	New Year's Eve	Close all day



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## NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY PROCUREMENT GUIDELINES POLICY

1. A. Every prospective purchase of goods must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

B. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts and surplus and secondhand purchases from another government entity. Any questions regarding the applicability of any of these exceptions should be referred to Library counsel.

C. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This document may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.

2. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals (RFP), written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.

3. A. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$0.00 to \$2,000.00	No quotes required
\$2,000.00 to \$5,000.00	Two verbal quotes
\$5,000.00 to \$10,000.00	Verbal request for the goods and written/fax quotes from two vendors



**XVIII. Review of Procurement Guidelines Policy (Motion required)**

\$10,000.00 to \$20,000.00

A written request (RFP) and written/fax quotes from three vendors.

**Estimated Amount of Public Works Contracts**

**Method**

\$0.00 to \$5,000.00

No quotes required

\$5,000.00 to \$10,000.00

Two verbal quotes

\$10,000.00 to \$20,000.00

Written RFP and written/fax proposals from two contractors

\$20,000.00 to \$35,000.00

Written RFP and written/fax proposals from three contractors.

B. Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

C. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to procurement.

D. All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Library and its taxpayers to make an award to other than the low proposer. If a proposer is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.

Among the relevant factors to be considered are the following:

- (a) Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library;
- (b) Vendor's terms of payment are disadvantageous to the Library, e.g., full payment before commencement of work or delivery of goods;
- (c) Vendor cannot comply with the full specifications of goods or services as set forth by the Library;
- (d) Vendor's warranty for goods or services is deemed inadequate by the

**XVIII. Review of Procurement Guidelines Policy (Motion required)**

Library;

- (e) Vendor's after purchase support services are deemed inadequate by the Library.

5. Pursuant to General Municipal Law Section 104-b (2) (f) the solicitation of alternative proposals or quotations will not be required in the best interest of the municipality in the following circumstances:

A. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment integrity and moral worth. In determining whether a service shall fit into this category, the Board of Trustees shall take into consideration the following guidelines:

- (a) Whether the services are subject to state licensing or testing requirements;
- (b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- (c) Whether the services require a personal relationship between the individual and municipal officials.

Professional and technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs or services in substantial modification and customizing of prepackaged software.

B. Emergency purchases pursuant to Section 103 (4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

C. Purchases of surplus and second hand goods from any source. If alternate proposals are required, the Library is precluded from purchasing surplus and second hand goods at auctions or through specific advertised sources where the best prices are usually contained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

D. Goods under \$2,000.00 and public works contracts for less than \$5,000.00. The time and documentation required to purchase through this policy may be more costly than

**XVIII. Review of Procurement Guidelines Policy (Motion required)**

the item itself and, therefore, not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

E. Sole source suppliers. Competitive bidding is not required in those limited situations when there is only one possible source from which to procure goods or services such as in the case of certain patented goods or services or public utility services. In making a sole source determination the purchaser should document among other things the unique benefits of the item to be purchased or service to be rendered and that no other item or service is substantially equivalent and that there is no possibility of competition for the good to be purchased or service to be rendered.

6. No purchase of goods or services shall be made from any vendor in which elected officials of the library, i.e. the Board of Trustees, or the library administration, i.e., the Library Director and/or Assistant Library Director, hold a full or partial interest.

7. No portion of this resolution shall be construed as preventing the competitive bidding of purchase contracts under \$20,000.00 or public works projects under \$35,000.00, if so desired.

8. This policy shall be reviewed annually by the Board of Trustees of the Library at its reorganizational meeting or as soon thereafter as reasonably practicable.

Adopted 4/1992  
Revised 7/2007  
Revised 12/2010  
Reviewed 7/2019